



RESPONSIBLE CARESM

Driving Safety & Sustainability

ICCA KPI WEBTOOL REPORTING GUIDANCE

Guidance for Using the ICCA KPI Webtool
for Reporting Blinded Company Data



INTERNATIONAL
COUNCIL OF
CHEMICAL
ASSOCIATIONS

Last updated 3 February 2025

Purpose

The purpose of the global Responsible Care® (RC) reporting system is to provide a mechanism to track progress of the RC Initiative around the world. Therefore, only companies who are currently practicing Responsible Care should be assigned a blinded code for reporting, and should be reporting data into this system. If you have a question about whether a company in your membership should be included in this reporting system, please contact Sarah Sherwood at ICCA (Sarah_Sherwood@americanchemistry.com).

Contacts:

For general questions, please contact:

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About the Webtool

The new KPI website can be found here: <https://kpi.responsible-care.com>. Data is collected on a blinded, individual company basis. When entering data into the website, there are 3 steps for the individual KPI Category to go through:

1. The KPI will start at Not Started. Once you start entering data and save it, it is now at **In Progress**.
2. Once the data is ready to be submitted, it will be submitted for **Association Approval**.
3. The association will then go into the website and **Approve** the data (**Association Approved**).

Data can be downloaded from the website for your association only (or for your company only, if you are an individual company user), once the data is approved.

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I. Reporting Option A: Responsible Care Associations Submitting Data on Behalf of your Members

Logging in and Getting Started

- ICCA will set up your account for your association. If you need to add users, email Sarah Sherwood at Sarah_Sherwood@americanchemistry.com and include the person's name and email address.
- As a reminder, there are two options for reporting the data for your member companies: you can A) Enter the Data on Behalf of Your Members or B) Companies Enter Data Directly into the ICCA KPI Website

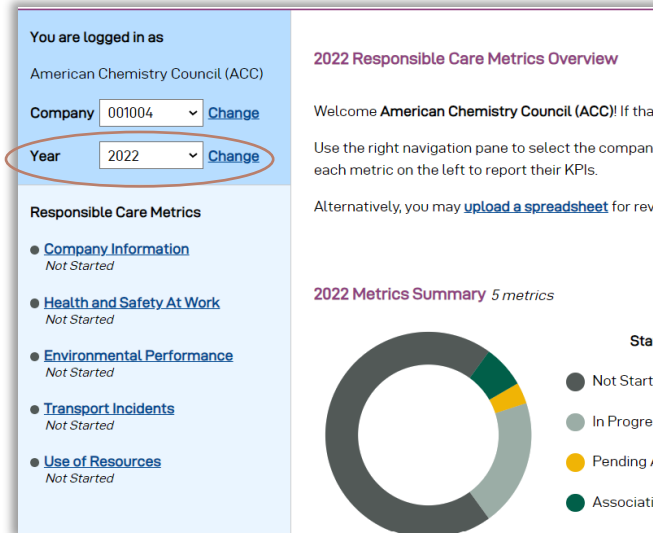
Option A: Entering the Data Directly into the Webtool on Behalf of Your Members

1. Enter Blinded Codes for All Companies in Your Association.

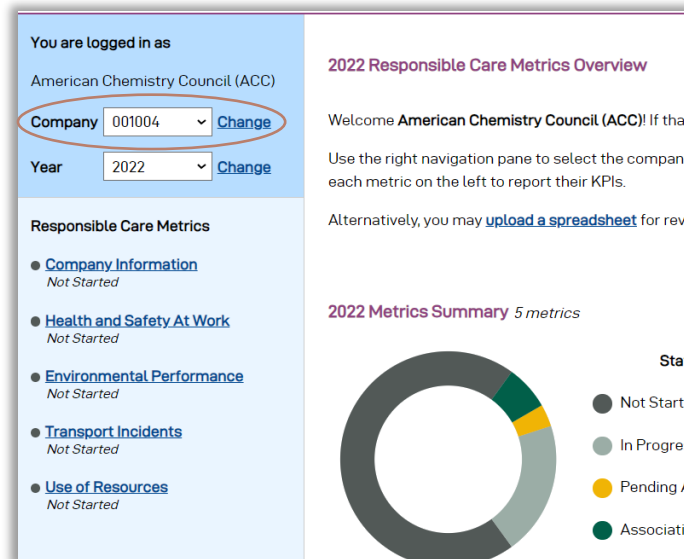
- Blinded codes must be entered into the website by your association admin before you can enter data or upload the spreadsheet.
- To enter the blinded codes you can add them individually, or use a spreadsheet to upload and import the blinded codes into the system.
- The spreadsheet template can be downloaded on the KPI webtool.
- Once filled out, you can upload the file into the same portal.
- Each code must be uniquely assigned to a company. Once a code is assigned, it may not be reassigned.
- If two companies have merged and you are uncertain how to report using a single code, contact Sarah Sherwood for details.

2. Enter data for your companies.

- Now that your company codes are assigned and uploaded, you can enter data for each company. There are two options:
 - 1) **You can enter the data manually for each company directly into the website portal, or**
 - 2) **You can download the KPI Bulk Upload Template, fill in the data, and then upload the data in a spreadsheet. This option is better for the associations that already have a webtool and can download the data as a csv or excel sheet. This method also provides your association with a record of what was submitted to ICCA.**
- If you are using Option 1, please follow the steps below. If you are using Option 2, please skip to the next page.
 - 1) During the first year of reporting, you will report performance data for each company for calendar year 2022. If available, please also enter retroactive data for calendar years 2020 and 2021.
 - 2) To enter data, click the "Survey" page and make sure the 2022 is selected on the left. If it is not, then click the drop down arrow, select "2022" and click "Change".

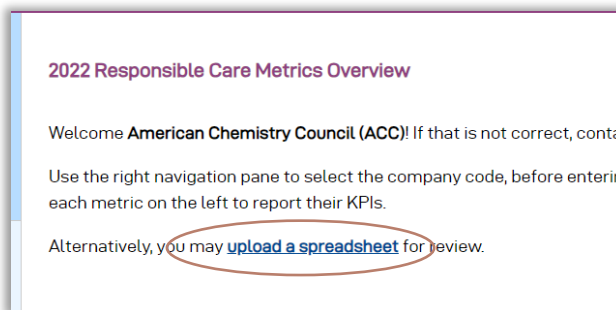


- 3) Select the Company code you are reporting for to enter data for calendar year 2022. Follow the same process as step 2 to change company codes (Click the arrow next to the currently selected company code, select the company code you would like to report for, and then click “change”). It is recommended that you enter data for all companies for 2022 before going back and entering data for prior calendar years. This avoids making an unintended mistake in entering data.

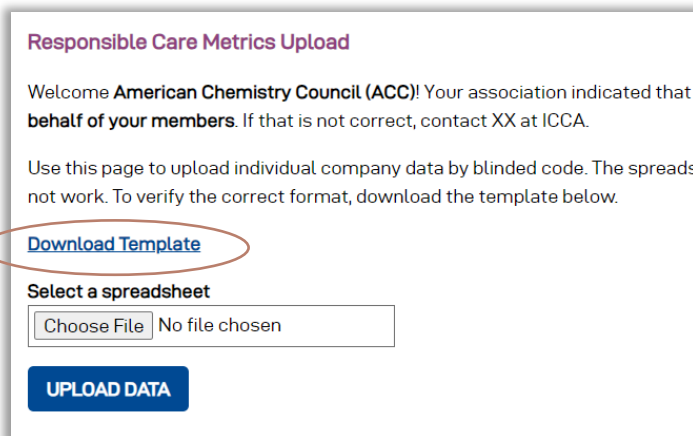


- 4) Now that you are reporting for the correct company, and the correct year, you can start reporting the data. First click on the “Company Information” metric on the left.
- 5) Once all of the data has been entered for that metric click “Save” at the bottom of the page.
- 6) If all of the data has been entered correctly, then you can click submit to “Association Approval”.

- If you notice an error at this point, you can still hit the reject button at the top of the page, then click “edit” and then you can edit the data and resubmit.
- 7) As the staff lead for data entry for your association, you will now approve the metric by clicking “Approve”. This metric is now complete.
 - If you notice an error at this point, you will need to contact ICCA (Sarah Sherwood at Sarah_Sherwood@americanchemistry.com) to send the metric back to “In Progress” and edit from there. You may also send the correction via email directly.
 - 8) Repeat steps 4 through 7 for each of the other 4 metrics: Health and Safety at Work, Environmental Performance, Transport Incidents, and Use of Resources.
 - 9) After completing these steps for the first company, repeat steps 3 through 8 for the remaining companies who are current members of your association and practicing Responsible Care.
- **For Option 2**, you can download the [KPI Bulk Upload Template](#), fill in the data, and then upload the data in a spreadsheet, instead of manually entering the data.
 - 1) First click the “Survey” page.
 - 2) Then click the “Upload a Spreadsheet” button.



- 3) Now click the “Download Template” button.



- 4) Once the template is downloaded, transfer the data you have from your internal data collection site (or spreadsheet) into the template, aligning the data with the correct company codes. **Reminder:** All Company Codes

must be entered into the KPI site before moving onto this step. *Note – if you collect data from companies who are not practicing Responsible Care (RC), you will need to remove rows of data from the spreadsheet prior to uploading it as these companies will not have blinded codes assigned to them. The spreadsheet may contain more than one year of data.

- 5) When the data from your members practicing RC has been entered please rename and ‘Save’ the template to your computer
- 6) Now you can upload the data from the saved template into the KPI site. Click the “Choose File” button.

Responsible Care Metrics Upload

Welcome **American Chemistry Council (ACC)**! Your association indicated that you are uploading data on behalf of your members. If that is not correct, contact XX at ICCA.

Use this page to upload individual company data by blinded code. The spreadsheet must be in the correct format. If the spreadsheet does not work. To verify the correct format, download the template below.

[Download Template](#)

Select a spreadsheet

Choose File No file chosen

UPLOAD DATA

- 7) Then click “Upload Data.”
- 8) You should then see this pop up. **Note:** it may take a few seconds, or longer, depending on how much data you are uploading. Do not refresh your screen until you see the below pop up.

Responsible Care Metrics Upload

Welcome **American Chemistry Council (ACC)**! Your association indicated that you are uploading data on behalf of your members. If that is not correct, contact XX at ICCA.

Use this page to upload individual company data by blinded code. The spreadsheet must be in the correct format. If the spreadsheet does not work. To verify the correct format, download the template below.

Import processed successfully:

- Health and Safety At Work entry created for [blinded code]
- Health and Safety At Work entry created for [blinded code]
- Health and Safety At Work entry created for [blinded code]
- Health and Safety At Work entry created for [blinded code]
- Health and Safety At Work entry created for [blinded code]

[Download Template](#)

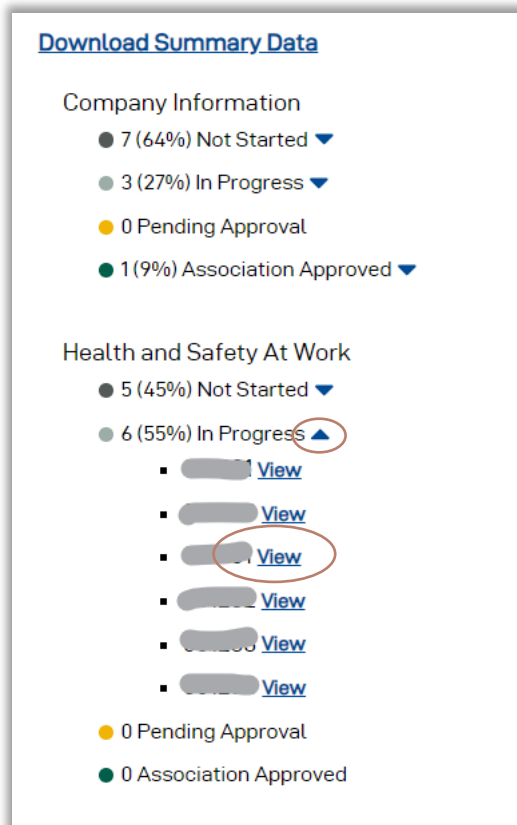
Select a spreadsheet

Choose File No file chosen

UPLOAD DATA

- If you do not see this pop-up and it does not work, make sure the company codes you are using in the spreadsheet are in the KPI website already. It will not work if there is no account for those companies.

- 9) If you want to make sure that the data uploaded correctly, then click to the “Survey” tab and scroll down to the metrics you uploaded. Click the down arrow and click “View” for each company code.

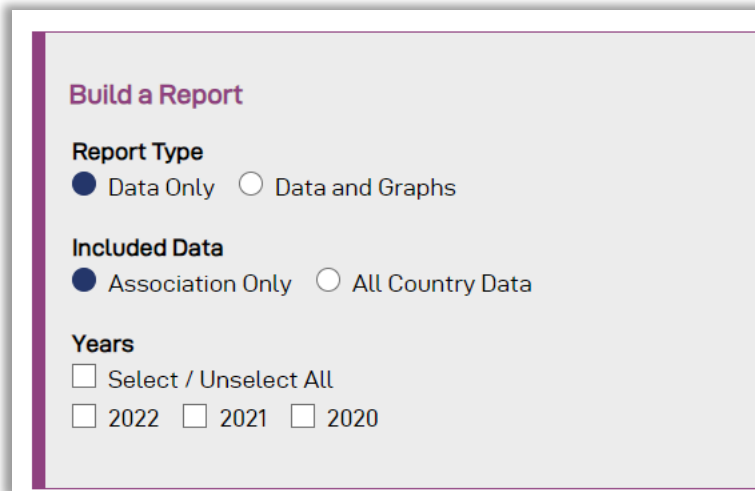


- 10) This will take you to the “In Progress” page of that metric. You can review the data to make sure it was uploaded correctly.
- 11) If all of the data looks correct, then you can submit to “Association Approval”.
- If you notice an error at this point, you can still hit the reject button at the top of the page, then click “edit” and then you can edit the data and resubmit.
- 12) As the association lead for data entry, you may now approve the metric by selecting “Approve”. This metric is now complete.
- If you notice an error at this point, you will need to contact ICCA (Sarah Sherwood at Sarah_Sherwood@americanchemistry.com) to send the metric back to “In Progress” and edit from there. You may also send the correction via email directly.
- 13) Repeat this review and approve process for all other data that was uploaded.

Downloading Data

1. Click the “Download” tab at the top of the page.

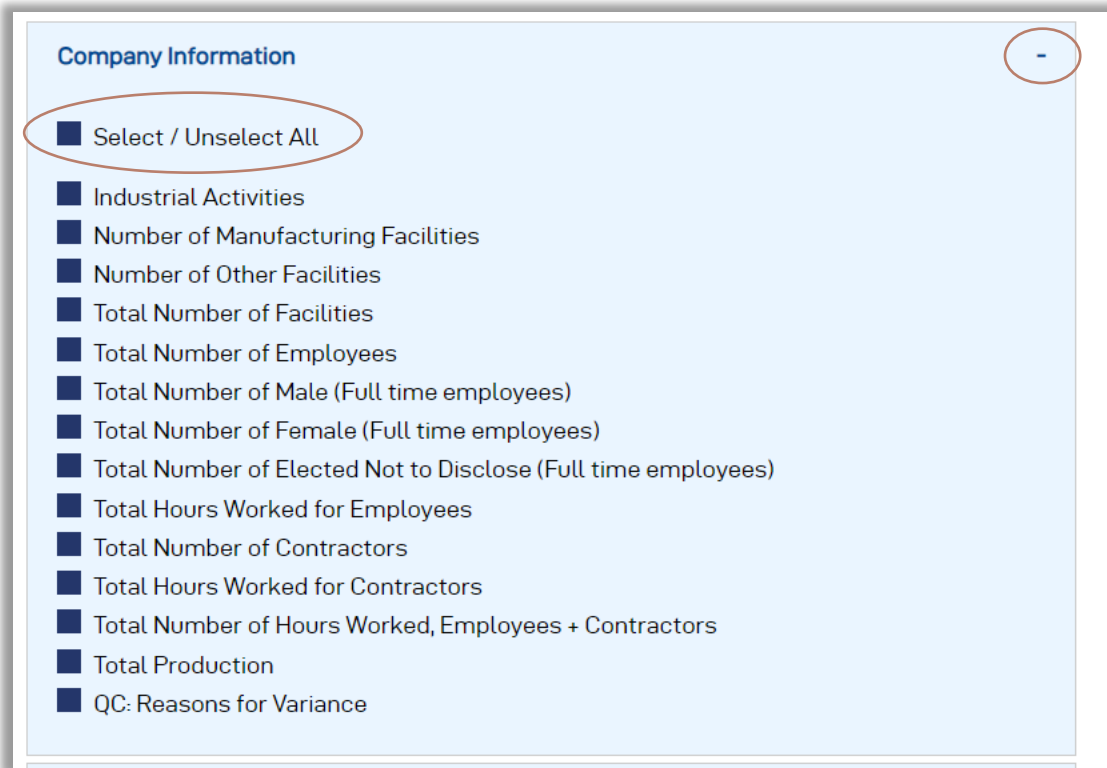
2. There are 3 options to choose from to build your Report.



The screenshot shows a form titled "Build a Report" with three sections:

- Report Type**: Two radio buttons, "Data Only" (selected) and "Data and Graphs".
- Included Data**: Two radio buttons, "Association Only" (selected) and "All Country Data".
- Years**: A checkbox "Select / Unselect All" and three checkboxes for "2022", "2021", and "2020".

- For the “Report Type”, you can view the data in the spreadsheet, or you can click “Data and Graphs” and you can view the data in the spreadsheet and it will automatically include a graph for each of the KPIs you select.
 - For the “Included Data”, you can view the companies within your association, or you can view “All Country Data” if there are company(s) that report directly to ICCA instead of your association.
 - For the “Years”, you can select one or multiple years to view in the spreadsheet.
3. Next, select which KPI(s) you’d like to view. Click the + button on each metric bar to see the KPIs under that metric category. If you want to see all of the Company Information KPIs, for example, then click the “Select / Unselect All” button.



4. Then click “Generate Report”. You will now see a preview of the data you have selected to view.
5. On the right side, you should see a “Download Report” button. Click that, and you can now view your data (and graphs) in a spreadsheet.

II. Reporting Option B: Companies Entering Data Directly into the ICCA KPI Website with Assistance from their Association

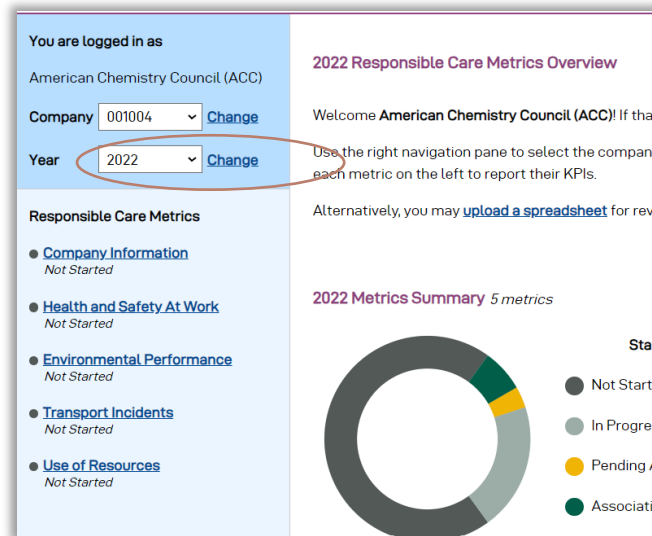
Associations

1. Associations must first create the company codes and user accounts for each company entering data.
 - Blinded codes must be entered into the website by your association admin first before you can enter data or upload the spreadsheet.
 - To enter the blinded codes you can add them individually, or use a spreadsheet to upload the blinded codes into the system.
 - The spreadsheet template can be downloaded on the KPI webtool. Here, you can also add the email address for the company user that will be entering the data for that company.

- Once the spreadsheet is complete, you can upload the file into the reporting website.
2. Now that the company codes are created, along with the user information, the company reporters can now report data into the webtool.

Company User

1. Logging in: Your association should have created your account, which should have sent an auto-generated email to you. If you did not receive this, then please contact your association to confirm they created your account. If you are not a member of the association in the country in which you are reporting data, but you are operating and practicing Responsible Care in that country, please contact Sarah Sherwood at ICCA to request your login information.
 - Your account will use your email as the username and you will click the Forgot Password button to set up your password.
2. Once you are able to log in, you can start reporting your company's data.
 - i. During the first year of reporting, you will report performance data for each company for calendar year 2022. If available, please also enter retroactive data for calendar years 2020 and 2021.
 - ii. To enter data, click the "Survey" page and make sure the 2022 is selected on the left. If it is not, then click the drop down arrow, select "2022" and click "Change".

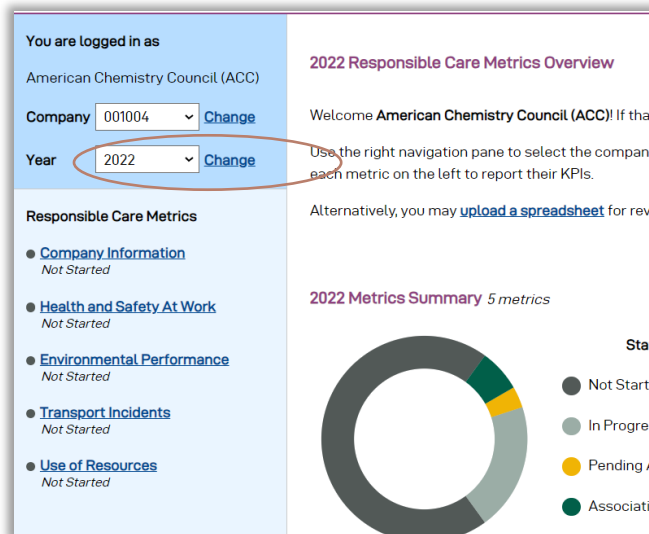


- iii. Click on the "Company Information" metric on the left.
- iv. Once all of the data has been entered for that metric, click "Save" at the bottom of the page.
- v. If all of the data looks correct, then you can submit to "Association Approval".
 1. If you notice an error at this point, you can still hit the reject button at the top of the page, then click "edit" and then you can edit the data, and resubmit.
- vi. Your association will then log in, review the data, and then click approve.

- vii. Repeat steps 3 through 5 for each of the other 4 metrics: Health and Safety at Work, Environmental Performance, Transport Incidents, and Use of Resources.
- viii. You may repeat this process for 2020 and 2021 calendar year data, if available.

III. Reporting Option C: Companies (without an Association) Enter Data Directly into the ICCA KPI Website

1. Logging in: If you are not a member of the association in the country in which you are reporting data, but you are operating and practicing Responsible Care in that country, please contact Sarah Sherwood at ICCA to request your login information.
 - Your account will use your email as the username and you will click the Forgot Password button to set up your password.
2. Once you are able to log in, you can start reporting your company’s data.
 - i. During the first year of reporting, you will report performance data for each company for calendar year 2022. If available, please also enter retroactive data for calendar years 2020 and 2021.
 - ii. To enter data, click the “Survey” page and make sure the 2022 is selected on the left. If it is not, then click the drop down arrow, select “2022” and click “Change”.



- iii. Click on the “Company Information” metric on the left.
- iv. Once all of the data has been entered for that metric, click “Save” at the bottom of the page.
- v. If all of the data looks correct, then you can submit to “Association Approval”.
 1. If you notice an error at this point, you can still hit the reject button at the top of the page, then click “edit” and then you can edit the data, and resubmit.
- vi. ICCA will then log in, review the data, and then click approve.

- vii. Repeat steps 3 through 5 for each of the other 4 metrics: Health and Safety at Work, Environmental Performance, Transport Incidents, and Use of Resources.
- viii. You may repeat this process for 2020 and 2021 calendar year data, if available.

IV. KPIs to Report

There are 5 categories of data:

1. **Company Information**
2. **Health and Safety at Work**
3. **Transport Incidents**
4. **Environmental Performance**
5. **Use of Resources**

17 KPIs in Total for those 5 Categories:

1. Company Information
 - i. **Industrial activities [check all that apply]**
 - 351 Manufacture of industrial chemicals
 - 352 Manufacture of other chemical products
 - 353 Petroleum refineries
 - 354 Manufacture of miscellaneous products of petroleum and coal
 - 355 Manufacture of rubber products
 - 356 Manufacture of plastic products not elsewhere classified
 - ii. **Total Number of Facilities [Number of Facilities within the Reporting Association]**
 - i. Manufacturing Facilities [Total]
 - ii. Other facilities, ex. Headquarters, office, research & development [Total]
 - iii. **Employees**
 - i. **Total Number of Employees [Total Number]**
 1. If available, Total Number of Male (Full time employees), Total Number of Female (Full time employees), and Total Number that Elected not to disclose
 - ii. **Total Hours Worked for Employees [Total hours]**
 - iv. **Contractors**
 - i. **Total Number of Contractors [Total Number], if available**
 - ii. **Total Hours Worked for Contractors [Total hours], if available**
 - v. **Total Number of Hours Worked, Employees + Contractors [Auto-calculation based on data above]**
 - vi. **Total Production [Million metric tons]**
2. Health and Safety At Work
 - vii. **Employees**
 - i. Number of fatalities for employees **[Total number]**

- ii. Lost time injuries for employees [**Total Number of Lost Time Incidents**]
 - viii. **Contractors**
 - i. Number of fatalities for contractors [**Total number**]
 - ii. Lost time injuries for contractors [**Total Number of Lost Time Incidents**]
 - ix. **Number of process safety incidents [Total number]**
 - i. **Tier 1 Events and Tier 2 Events Total**, if available
 - ii. Methodology used for classifying process safety incidents (**GHS or UNDG**)
- 3. Transport Incidents
 - x. **Total number of incidents [Total number of Road and Rail Incidents]**
 - xi. **Total Volume Transported [Million metric tons]**
- 4. Environmental Performance
 - xii. **Sulphur Dioxide Emissions [Metric tons of SO₂]**
 - xiii. **Nitrogen Oxides Emissions [Metric tons of NO_x]**
 - xiv. **Volatile Organic Compounds [Metric tons of VOC per year]**
 - xv. **Greenhouse Gas Emissions* [Metric tons of CO₂ equivalents]**
 - i. **GHG Protocol Alignment – Scope 1 and Scope 2**
- 5. Use of Resources
 - xvi. **Use of Energy** (Consumption of fossil fuels + purchase of energy + self-produced energy) [**Metric tons of fuel oil equivalent**]
 - xvii. **Water Consumed [Million cubic meters]**
 - i. **Water Withdrawn**, if available [**Million cubic meters**]